

Avoid Labor Problems . . . Insure Better Employee Morale . . . Reduce Turnover with a

PERSONNEL POLICY MANUAL



250 pages cover these important subjects:

- Vacations
- Grievance Procedures
- Job Training
- Sick Leave
- Holidays
- Safety and Health
- Lay-off and Recall
- Leave of Absence
- Jury Duty
- Many, many more subjects!

Do you have a Personnel Policy that answers these questions ?

How many paid vacations do you give? What if a paid holiday falls on a weekend? How do you handle jury duty, pregnancy, and other leaves of absence? What are your over-time policies? Do you pay weekly, semi-monthly? What are your promotion policies? Do you have a grievance policy? Who is eligible for sick leave? Is a doctor's note required? Do you have an indoctrination program for new employees? Do you have a supervisor's manual? Are your supervisors instructed how to handle various situations as they arise . . . repeated lateness, absenteeism, etc?

If you do not have a company Personnel Policy now, this 250 page manual will help you set one up. It can become a cornerstone of your company's favorable employee relations.

Preparing a Personnel Policy is something that you must do yourself. No outsider can do it for you, but with this "How to Prepare a Personnel Policy Manual" at your side, you can do it quickly and effectively to suit your own company's individual needs.

In this manual are over 250 idea-filled pages of policy statements, forms and actual worksheets to help you adopt practical proven policies to suit your own individual company.

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Every Company needs a PERSONNEL POLICY MANUAL

It makes little difference if you have five or fifty employees. A successful company must have a written Personnel Policy covering all employees . . . because only then will all be treated equally under the same set of rules. Let your employees know what you expect from them and what they can expect of you.

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